

DRAFT

TMCC Subcommittee on Policies and Procedures (SPP)
Minutes Jan. 23, 2018, 4:30 – 6:30 pm
Bangs Center, Rm. 101

Present: Laura Quilter, Janet McGowan, Adrienne Terrizzi, Chris Riddle, Jacqueline Maidana, Kitty Axelson-Berry

Action items in **Red**.

Agenda

- Approve Dec. 18th [actually Dec. 19] and Jan. 8, 2017 minutes
- Recruiting candidates for TMAC
- Review progress on contacting candidates, additional candidates
- Consider TMAC forum to inform public about how Town Meeting works and how TMCC contributes
- Discuss TM members responding to emails from public
- Continue preparation for Meet Your Precinct TM Candidates event.
- Topics not anticipated by the Chair 48 hours before the meeting.
- Public comment.

Called to Order 4:44 pm

1. **Approve Minutes:**
 - a. Approved Dec. 19 minutes, for purposes of the SPP items on these minutes.
 - b. Approved Jan. 8, 2017 minutes, for purposes of the SPP items on these minutes.
2. **Recruiting candidates for TMAC and Review Progress on Contacting Candidates:** Not substantially discussed.
3. **TMAC Forum to Inform Public about how TM Works and how TMCC Contributes:** Include a John Hornik presentation on TMAC. Make a video of Jim Pistrang's orientation for new TM members.
4. **Preparation for Meet Your Precinct Town Meeting Candidates Event:**
 - a. Tentative list of TMCC/SPP Hosts:
 - i. Pct. 1: Terrizzi
 - ii. Pct. 2: Riddle
 - iii. Pct. 3: Powell (TMCC)
 - iv. Pct 4: _____
 - v. Pct. 5: _____
 - vi. Pct.. 6: Holland (TMCC)
 - vii. Pct. 7: Ford (TMCC)
 - viii. Pct. 8: Quilter
 - ix. Pct 9: Riddle
 - x. Pct. 10: Powell (TMCC)
 - b. **Riddle will contact Greenebaum, Fox & Hornik about filling the two empty slots.**
 - c. **Mari will be in charge of general logistics**
 - d. **Riddle & Terrizzi will be co-chairs of the event**
 - e. **Publicity will be organized by Terrizzi.**
 - f. Jewish Sabbath: We have received emails about scheduling the event in conflict with the weekly Jewish Sabbath. Terrizzi reported that it was extremely difficult to arrange a

workable time and venue with the School Dept., and that it isn't really possible to change the date and time at this point. We will communicate with the people who wrote (plus also the Jehovah's Witnesses) with apologies and a promise that next year's event will not conflict.

Who will do this?

- g. The event won't be recorded or broadcast by Amherst Media.
 - h. Outreach – How to publicize the event. Ideas:
 - i. Newspapers: Gazette/Bulletin plus Daily Collegian, the Amherst Student. UMass Off Campus Housing has an email list.
 - ii. As last year, we will send out a post card to all candidates.
 - iii. Nextdoor.com, which is a neighborhood connection website.
 - iv. Craig's List has an announcement page.
 - v. Facebook event.
 - vi. Post on Amherst For All website?
 - vii. Amherst Media will post our Public Service Announcement. We can also do a 3-min. blurb on the Charter.
 - viii. WFCR?
 - ix. WMUA will broadcast a PSA. **Mari will contact someone she knows at WMUA who has a program.**
 - x. Valley Free Radio – Maidana's program.
 - xi. Do an email blurb for everyone to send out to their personal email lists. **Mari will draft. Riddle will distribute to SPP & TMCC.**
 - xii. Flyers: Everyone should carry flyers around and post them around town.
 - xiii. Flyer with the Water Bill: Will reach all homeowners at least, though not renters.
 - xiv. Opt-In Town Email: See below.
 - i. Solicit ideas from the public for questions that should be raised in the sessions.
 - j. Task List: **Riddle will generate one, based on last year.**
5. **Topics Not Anticipated 48 hrs. Prior:**
- a. Distractions From Our Mandate: Some observed that Meet the Candidates has distracted us from our basic work, and that it shouldn't be our job to do the legwork for implementation of our proposals.
 - b. New Project Ideas:
 - i. Precinct meetings twice a year. (McGowan)
 - ii. Rank Choice Voting? Not really appropriate for TM.
 - iii. Opt-In Town Email System: A system whereby Amherst residents would opt-in to be listed on an email system that would enable the Town to reach a substantial portion of Amherst residents easily. **Axelson-Berry and Mary Streeter will visit the IT Dept. to investigate this.** McGowan: Do other towns have a system like this?
 - c. Master List of Projects: **Riddle will assemble the master list of all projects which we've considered or which have been proposed to us,** which he has been promising to do for a while.
 - d. Top Ten: McGowan is reviewing our top ten.
 - e. Email Addresses: Will be spp@amherstma.gov and tmac@amherstma.gov Axelson-Berry will receive the email sent to SPP.
6. **Next Meeting:** **Riddle will do two Doodle Polls, one for Meet the Candidates and one to work on deciding what our next projects will be. He will avoid Thursdays & Fridays, and times before 5:30 pm.**

ADJOURNED 6:40 pm

Chris Riddle